

**SAN DIEGO COUNTY HISTORIC SITE BOARD  
GOALS FOR 2007-2008**

***JUNE 2007***

**Procedures and Operations**

- (1) Formalize into Department of Planning and Land Use Format staff procedures for reviewing incoming Historic Site Board projects, including the following: (HSB staff)
  - a. Review submitted documents for compliance with the HSB Landmarking procedures (procedures to be revised by staff to include requirement for submission of a site plan clearly showing all areas of a property to be included in the historic nomination).
  - b. Send documentation to HSB members in preparation for site visit
  - c. Coordinate site visit between HSB members and property owner.
  - d. Preparation of staff report
  - e. Put project on agenda as an action item; notify owner/representative
  - f. Post recommendation of approval actions to include application amendment, director's decision document; Mills act contract
  - g. Recordation of Mills act contract at the County Recorder; copy of recorded document to the assessor's office for evaluation.
- (2) HSB staff to work with DPLU GIS department to develop a GIS layer consisting of all County landmarked properties that will be flagged during the initial project review. All projects within 300 feet of a landmarked property are to be reviewed by the HSB staff and, as appropriate, the HSB. (HSB staff)
- (3) Develop policy for visits to archaeological sites. (Board)
- (4) Develop procedures for Board review of nominations to the National Register of Historic Places (NRHP). (Board)

**Research**

- (5) Expand the list of historic properties in the unincorporated area, and identify those that are potentially eligible for the Mills Act. (HSB staff, in progress)
- (6) Work with DPLU to identify approaches to prevent demolition of potentially-historic structures under ministerial permits, and demolition by neglect. (HSB staff and Board)

**Outreach**

- (7) Develop outreach materials for distribution to interested individuals and organizations:
  - Brochure with general information, site listing advantages, and procedures. (Board)
- (8) Contact potentially interested groups and offer to schedule presentations. (HSB staff and Board)
- (9) Enhance the HSB portion of the County's Website: (HSB staff, ongoing)

- Finish all areas “under construction”.
  - Maintain the Website as additional resources are landmarked.
- (10) Prepare annual presentation to the County Board of Supervisors (BOS), highlighting the landmarked historic properties in the County and the successful application of the Mills Act. (HSB staff and Board)

### **Grants**

- (11) Apply for additional CLG grants:
- Review and update Julian Historic District information and submit eligible properties for California Register. (HSB staff)
  - ***To be reviewed and updated based on results of 2007 CLG Grant application.***
  - **Apply for grant (2008) to survey the Mt. Helix area**

### **Other**

- (12) Ongoing periodic presentations and training at monthly HSB meetings. (HSB staff and Board)
- (13) Develop approach to obtain additional budget support for HSB staff. (HSB staff and Board)
- (14) Determine the threshold at which DPLU should bring a discretionary project to the HSB for review and recommendation. (HSB staff and Board)
- (15) Participate in development and implementation of General Plan 2020 Cultural Resources Goals and Policies. (HSB staff and Board)

Approved June 18, 2007